

**POST Requirements Management
Process Action Team (PAT) Meeting
for POST Phase 1**

**November 15, 2001
Natomas Park Conference Room 3
1:30pm – 2:30pm**

1 MINUTES (DECISIONS FROM THE 15 NOV 01 MEETING)

Regulars	Representing	Present
Mary Watson	CMIPS	No
Mia James	CWS/CMS	Yes
Mark Wong	EBT	Yes
Arlene Mendibles	SAWS	No
Dave Sakauye	SFIS	Yes
Melanie Coupe	SFIS	Yes
Craig Tueller	PM Stds	Yes
Laura Okawa	PM Stds	Yes

Meeting Visitors	Representing

Questions related to this PAT should be directed to **Laura @ 263-4120** or email: lokawa@sid.hhsdc.ca.gov. Also refer to the Best Practices website (<http://bpweb> or <http://www.bestpractices.cahwnet.gov>; note that the former is more current than the latter).

1.1 The PAT schedule was confirmed.

Requirements Management PAT for POST Phase 1			
Mtg	PAT Focus	Date	Status
#1	Kickoff Meeting (Introductions, terms, objectives)	25 Oct 01	✓ Completed
#2	General Processes, Terms and Definitions	1 Nov 01	✓ Completed
#3	Discuss Requirements and Tool Features	15 Nov 01	✓ Completed
#4	Demo of Requisite Pro	29 Nov 01	
#5	Discuss Demo, Findings Report and Wrap up	6 Dec 01	

Note: This PAT will not specifically focus on Requirements Development and Definition, but assumes that the requirements have already been identified and documented. Another PAT will address Requirements Development at a later date.

1.2 The list of requirements from the previous effort (Sarah's analysis) was reviewed and the following changes were made.

- 1.b "Support non-textual formats..." – Change to Low priority
- 1.e "Parse and input... formats..." – Change to include all MS Office tools (Excel and Access)
- 1.g "Maintain links..." – Add note that this is to ensure context is preserved. Change to High priority
- 1.i.i "List all lower level (child) requirements..." – Change 'listing' to 'display'
- 5.a "Automatic e-mail..." – Change to High priority
- 6.a.ii "Synchronize database..." – Change to High priority
- 6.d "Output reports..." – Change to High priority
- 8. "Add note that primary tools to be compatible with include document management (iManage), change request, configuration management, and issue/action item tracking"
- 11.a "Accessible with Windows 98/NT..." – Change to Windows 2000 or current version in use by SID
- Added "Web access to data"
- Added "Allow custom views and displays."

1.3 The list of reports was reviewed. Ad-hoc reports are required. In addition, a report showing all information and history for a single requirement, and a report showing voided/cancelled requirements and their history (including reason for rejection) were added.

1.4 The data elements list was reviewed. The Type of Requirement should be customizable by project. No other changes were made.

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2 AGENDA FOR THE 29 Nov 01 MEETING

- 2.1 Attend the demo of Requisite Pro. Laura will work with Logicon to ensure they discuss the items we are interested in.
- 2.2 Laura will start the Findings Report and will distribute it prior to the meeting on Dec 6th.
- 2.3 Your assignment is to review the BP web site section on Requirements Management and identify any areas for correction, clarification or discussion. (The Requirements Management area is accessed from the Life Cycle Processes link on the left navigation bar. Then select the Requirements Management Supporting process from the second row.)